

We Claim:

1. A method for integrating information electronically into an electronic database, the method comprising the steps of:

creating a textual template wherein information from the textual template is recorded in the electronic database;

configuring the textual template;

sending the textual template via electronic mail to at least one recipient;

editing the textual template;

sending the edited textual template to the electronic database; and

updating the electronic database with the edited textual template.

2. The method of Claim 1 further comprising the step of: selecting at least one recipient of the textual template.

3. The method of Claim 1 further comprising the step of: instructing the recipient to edit the textual template.

4. The method of Claim 1 further comprising the step of: customizing specific information provided by the recipient based on user specified requirements.

5. The method of Claim 1 further comprising the step of: providing an electronic database wherein the electronic database is an address book.

6. The method of Claim 1 further comprising the step of: configuring the textual template for content.

7. The method of Claim 1 further comprising the step of: editing the textual template by providing missing information.

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8. The method of Claim 1 further comprising the steps of:
 - providing a prompt to the user wherein a specific characteristic of the recipient is requested; and
 - electronically mailing the textual template to the recipient having the specific characteristic.
9. The method of Claim 1 further comprising the step of:
 - building the textual template with informational fields.
10. A method for updating a secondary electronic mail system with a primary electronic mail system, the method comprising the steps of:
 - building a textual template;
 - recording information from the textual template into the secondary electronic mail system;
 - configuring the textual template;
 - sending the textual template to the primary electronic mail system;
 - sending the textual template to a recipient electronic mail system;
 - editing the textual template by a recipient;
 - sending the edited textual template from the recipient to the secondary electronic mail system; and
 - updating the secondary electronic mail system.
11. The method of Claim 10 further comprising the step of:
 - configuring the textual template for content.
12. The method of Claim 10 further comprising the step of:
 - configuring the textual template by instructing the recipient to edit the textual template.
13. The method of Claim 10 further comprising the step of:
 - providing a primary electronic mail system wherein the primary electronic mail system is an address book.

14. The method of Claim 10 further comprising the step of:
updating a secondary address book by using information
from the edited textual template.

15. The method of Claim 10 further comprising the step of:
editing the textual template by the recipient by
transferring information electronically into the textual
template.

16. The method of Claim 10 further comprising the steps
of:

providing a prompt to the user wherein a specific
characteristic of the recipient is requested; and

electronically mailing the textual template to the
recipient having the specific characteristic.

17. The method of Claim 10 further comprising the step of:
building the textual template with informational
fields.

18. A method for updating an address book contained in a
secondary electronic mail system, the method comprising the
steps of:

building a textual template;

recording information from the textual template into
the address book of the secondary electronic mail system;

configuring the textual template;

electronically mailing the textual template to a
recipient electronic mail system;

editing the textual template by a recipient;

sending the edited textual template from the recipient
electronic mail system to the secondary electronic mail
system;

processing the edited textual template; and

updating the address book of the secondary electronic
mail system with the edited textual template.

- recipient information for the textual template; and

an address book associated with the electronic mail system wherein the address book contains the recipient information.

29. The system of Claim 28 further comprising:
a screen display.
30. The system of Claim 29 further comprising:
a prompt on the screen display for assisting the user.
31. The system of Claim 28 further comprising:
means for electronically mailing the template to the recipient.
32. The system of Claim 28 further comprising:
a template with informational fields.

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